

negative membership

Quorum

FAITH IN ACTION
BY-LAWS

ARTICLE I: Title of the Organization

Section 1: The title of the organization is Faith in Action. It will also be known as FIA, which is the abbreviation.

ARTICLE II: Purpose of the Organization

Section 1: Faith in Action exists to promote student involvement in various faith-based service opportunities. These opportunities may be both local as well as abroad. Faith in Action strives to serve people around us, as well as fostering a service-oriented spirit in all of our members.

ARTICLE III: Function of the Organization

Section 1: The function of FIA is to sponsor faith-based service projects.

Section 2: FIA will try and plan local trips to Harrisburg, Hershey, Lancaster, and the surrounding area, throughout the school year. FIA will also try and plan at least two long-term trips. One of these trips will take place during ~~Spring-Break Week~~, and the second will take place in May, following Finals Week. The FIA Officers and Faculty Advisor will determine the location of all trips, with input from all FIA members being welcome.

ARTICLE IV: Membership

Section 1: FIA membership is open to any current student of Elizabethtown College that is interested in performing acts of faith-based service to others.

ARTICLE V: Officers

Section 1: FIA is run by an executive cabinet consisting of a President, Vice President, Secretary, and Treasurer. Additionally, a Club Council representative will comprise the Extended Cabinet.

ARTICLE VI: Functions of the Officers

Section 1: President: The function of the President is to oversee the operation and management of the group. These responsibilities include, but are not limited too: leading service projects, running fundraisers, finding and securing service project locations, facilitating weekly officer meetings, and providing leadership to the group members at large. In addition, the President must attend weekly officer meetings.

Section 2: Vice President: The function of the Vice President is to assist the President with finding and securing service project locations, as well as providing additional leadership on service projects. The Vice President's primary responsibility is coordinating and overseeing fundraisers. In addition, the Vice President must attend weekly officer meetings.

Section 3: Secretary: The function of the Secretary is to handle communication between the Executive Cabinet and the group at large as well as communication from fundraiser and service project sites that cannot be handled by the President or Vice President. The Secretary is also responsible for updating the group scrapbook as well as creating visual displays for various recruitment and fundraising events. The Secretary will also provide additional leadership on service projects. In addition, the Secretary must attend and record minutes during weekly officer meetings.

Section 4: Treasurer: The function of the Treasurer is to oversee the finances of the group. The responsibilities include, but are not limited too: deposit and withdraw money into Faith in Action's account, to make sure charge sheets are signed before activities, and reconcile monthly statements. The Treasurer will also provide additional leadership on service projects. In addition, the Treasurer must attend weekly officer meetings.

Section 5: Club Council Representative: The function of the Club Council Representative is to attend Club Council meetings and to inform the other officers of any new developments that may affect Faith in Action. Attendance is not mandatory at the weekly officer meetings.

ARTICLE VII: Appointment of Officers

ARTICLE VIII: Meetings

Section 1: FIA defines a meeting as a gathering of two or more officers at one time.

Section 2: Officer Meetings: Meetings will be held on a weekly basis or more at the discretion of the officers. Each semester the time of the weekly officer meeting will be publicized to the group at-large so any member may attend and participate if they so desire.

Section 3: General Meetings: Due to the nature of Faith in Action, regular large meetings are not necessary. Because the main function of Faith in Action is to offer opportunities for faith-based service projects, planning for said projects can be completed more effectively by the executive cabinet at the weekly officer meetings. Since weekly officer meetings are open to the group at-large, members who wish to be more involved in the planning process, have the opportunity to do so through participation in these weekly meetings. Input from the group is always welcomed by the executive cabinet.

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NO

ARTICLE IX: Changing the By-Laws

NO FIX

Section 1: If the executive cabinet deems it necessary to amend the Faith in Action By-Laws, the amendment will be brought before the general membership for approval. The amendment will need to be approved by two-thirds of responding members.

Section 2: The general membership may bring any suggested amendments to the attention of the executive cabinet at any time.

ARTICLE X: Vacancies of Officers

Section 1: Should an officer's position become vacant at any point in time during the semester, the executive shall appoint a replacement to serve for the duration of the semester. The position will be open to election at the beginning of the following semester in accordance with pre-established terms in Article VII.

ARTICLE XI: Funds and Finances

Section 1: Any anticipated expenses exceeding \$50.00 must be approved by the executive cabinet.

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Section 2: All receipts must be submitted to the Treasurer to be recorded on file. The Treasurer is responsible for all transactions with the Business Office and any other institution involving the financial resources of Faith in Action.

Section 3: Any general member wishing to view the financial history of Faith in Action can contact the Treasurer in order to setup an appointment to review the financial records.

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